

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Culinary

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Culinary Arts degree preferred.
- Three (3) years' experience as an executive chef or restaurant manager involving recipe & menu development.
- Valid Florida driver's license and use of personal automobile required.
- ServSafe certification or receive certification within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to be an ambassador for the brand.
- Ability to successfully engage, lead, and develop a team.
- In-depth knowledge of food ingredients.
- Ability to taste and distinguish sensory characteristics of many different types of foods.
- Ability to understand and manage recipe documentation.
- Ability to create recipes and menus for restaurants with multiple meal services.
- Ability to market menu items to children and adult guests.
- Ability to meet deadlines and effectively communicate with leadership and guests.
- Ability to plan, organize, and prioritize.
- Strong knowledge of restaurants or food service operations and managing kitchen operations.
- Comfortable speaking and presenting in front of small to large groups of people.
- Effective skills in oral and written communication.
- Knowledge of laws, regulations, and policies concerning the USDA Child Nutrition Programs.
- Knowledge of food safety and sanitation best practices, laws, and regulations.
- Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Coordinator of Dining Services
SUPERVISES Assigned Personnel

POSITION GOAL

To create recipes for District menu development, provide leadership for District catering services, and enhance the guest dining experience through culinary creativity and food presentation.

PERFORMANCE RESPONSIBILITIES

1. *Develop, test, and maintain standardized recipes for District menus and catering.
2. *Perform menu costing to develop pricing strategies for catering events and District restaurants.
3. *Plan and organize activities related to food procurement and product testing.
4. *Establish professional relationships with vendors, brokers, manufacturers, school and District administration, faculty, and team members.
5. *Coach and train managers and all other team members in: (a) the preparation of food with an established production system following standardized recipes, preparation and service methods, (b) proper food handling techniques, and (c) equipment use and care.

MANAGER, Culinary, Page 2

6. *Plan and supervise catered events, including developing menus, room decoration, procuring rentals, staffing, and ensure events are properly executed which may be outside normal work hours.
7. *Cook and prepare food for catering events and District restaurants.
8. *Develop and implement special menus/events/materials to support District initiatives.
9. *Enhance and maintain Catering Procedures Handbook for Dining Services managers.
10. *Determine production schedules and staff requirements necessary to ensure quality and timely delivery of services.
11. *Develop and implement marketing strategies to maximize guest sales and service.
12. *Support District wellness initiatives through exhibition cooking, educational presentations, and cooking presentations.
13. *Supervise and evaluate Dining Services personnel. Recommend employees for appointment, reappointment, transfer, and termination.
14. *Ensure the financial accountability of Catering Services and assigned restaurants.
15. *Supervise food ordering, production, service, and sanitation.
16. *Ensure required paperwork (i.e. HACCP and production records, end of day and monthly reports) are completed and utilized.
17. *Comply with all applicable District procedures, School Board policy, and Federal and State regulations.
18. *Be available to participate as part of the District-Wide Emergency Management Team.
19. Perform other duties as assigned by the.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, commercial food preparation equipment, cleaning chemicals.

PHYSICAL REQUIREMENTS

Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-I \$50,439 - \$77,373

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7600
Job Code 1782
Survey Code 76010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 26, 2016

ADA Information Provided by Chad Wilsky
Position Description Prepared by Chad Wilsky